

City Council

Special Meeting Minutes

**February 11, 2020
Library Meeting Room
951 Spruce Main Street
7:00 PM**

Call to Order – Mayor Stolzmann called the meeting to order at 7:00 p.m. and the following members were present:

City Council: ***Mayor Ashley Stolzmann***
 Mayor Pro Tem Dennis Maloney
 Councilmember Kyle Brown
 Councilmember J. Caleb Dickinson
 Councilmember Deborah Fahey
 Councilmember Chris Leh
 Councilmember Jeff Lipton

Staff Present: ***Heather Balser, City Manager***
 Megan Davis, Deputy City Manager
 Kathleen Hix, Human Resources Director
 Meredyth Muth, City Clerk

Others Present: ***June Ramos, Facilitator***

DISCUSSION/DIRECTION – CITY MANAGER EVALUATION PROCESS

Mayor Stolzmann noted June Ramos has been hired to help the group with this process. The evaluation of the City Manager is one of the most important things the Council does in the year.

Ramos gave some information on her background and her role in this process. She stated she is hoping for understanding, commitment, and buy-in from everyone in this process. The goal is consensus on creating a tool for reviewing the City Manager that allows her to understand what the Council is looking for from her in the future.

Review process and timeline, along with roles and responsibilities

Ramos stated the process will include data for Council to review. This will include the Council's own data from experience and data from director's 360 degree reviews. This culminates on March 17 with an executive session for a performance review. From that

meeting a final document will be created for members to meet with the City Manager to discuss the results and compensation.

Members discussed the timing of how they will receive the data sets so that one set will not influence the other.

Ramos reviewed the schedule of the process and noted all information will funnel through her and be disseminated from her. The evaluation instrument will be send to Council by February 14 and will be due by February 24. Members will receive the compiled information for the March 17 executive session.

Compensation

Director Hix reviewed the City's compensation program including the pay philosophy and the peer cities used for comparison. Director Hix stated the compensation is included in the City's budget and all employees are eligible for merit increases each year. The goal is to attract good employees and retain them. She noted some changes made this year to retain employees, including a larger onetime bonus when a person has maxed out their pay scale, a richer family leave policy, increased tuition reimbursement, and increased bereavement leave.

Director Hix reviewed the annual compensation survey process used to make sure jobs, titles, and compensation are appropriate for each title.

Councilmember Fahey asked what other benefits outside of compensation are included for City Managers. Director Hix stated she will provide additional information on all the other types of benefits that might be included such as auto allowance, severance package, and retirement contributions.

Mayor Stolzmann asked if the same peer cities should be used for the City Manager or does the Council want to include other cities for this specific process.

Mayor Pro Tem Maloney stated he thinks the list of cities is sufficient. Councilmember Brown stated it would make sense to find similar cities outside the standard list as this is a unique position.

Councilmember Lipton would like to look at comparably sized cities with similar duties. Midrange communities, not Boulder and Broomfield.

Members decided to include Castle Rock, Superior, Lone Tree, Parker, and Windsor for this comparison.

City Manager Evaluation Tool

Ramos reviewed the proposed performance measure tool. She asked members who were here last year what they liked or didn't like so changes could be made if necessary. Mayor Pro Tem Maloney noted edits were made to the tool after last year's process in the hope that everyone uses the tool in the same way. Councilmember Lipton stated he liked the changes that simplified the tool.

Members noted the comments are needed to help people understand exactly what reviewers are thinking, if someone only gives a numerical rating it is not enough information.

Councilmember Brown noted the tool questions are very qualitative and subjective. He asked if in the future there could be some more measureable/quantitative goals. Members agreed that can be incorporated better in the goal setting for next year.

Councilmember Leh wanted to be sure people are using the tool equally. Members agreed the tool is to be used to start the conversation the Council will have in March; people will try to use it as consistently as they can.

Members discussed how the number scale should be interpreted and used.

Members discussed the weighting for the performance factors. Mayor Pro Tem Maloney noted strategic leadership, economic development, and budgeting/financial management have been weighted higher for this year.

Members agreed to use the ratings and weightings as presented.

360° Questions for Directors

Ramos stated she created a form for directors to complete that uses the performance factors the Council has agreed to. Members made formatting and language suggestions.

Members discussed what information the director's will get before completing the evaluation and confirmed the director's answers will be anonymous to the Council.

Members agreed to use the 360 process. Ramos will incorporate the feedback into the survey.

Self-Evaluation Form

Ramos stated her example is a compilation of similar forms from other cities. She noted it is meant to be a summary narrative of typical things such as accomplishments, successes around major issues or how they were solved, and target goals; what she sees for the next year. The response should be relatively short, two to four pages which gives enough information from the Manager that the Council can compare it to their experience and information.

Councilmember Brown would like City Manager to address her developmental areas and goals from the previous year. Members agreed.

Ramos confirmed this evaluation should be a discussion of results not simply list of activities.

Mayor Stolzmann stated if the City Manager has recommendations for quantifiable goals it should be included.

Ramos reviewed her next steps and process.

Public Comments

John Leary, 1116 LaFarge Avenue, stated he is concerned there are too many decision factors but the process is generally good.

Mayor Stolzmann reiterated the confidentiality of this process.

ADVANCED AGENDA AND IDENTIFICATION OF FUTURE AGENDA ITEMS

Members discussed the advanced agenda.

Councilmember Lipton moved to start the meeting on February 18 at 6 pm; Mayor Pro Tem Maloney seconded the motion. All in favor.

Members discussed if there are any options for the scheduling the upcoming metro district discussion.

ADJOURN

Members adjourned at 9:54 pm.

Ashley Stolzmann, Mayor

Meredyth Muth, City Clerk